

District-wide Administrative and Academic Councils and Committees

To fulfill the District’s mission and the goals and objectives of the *District Strategic Plan*, administrative staff, college faculty, classified staff, and students meet regularly in 46 district-wide consultative bodies, councils, and standing committees. These committees meet to draft policy and procedural recommendations, to assure implementation of Board Rules and Administrative Regulations, to coordinate efforts, and to share best practices.

EXECUTIVE ADMINISTRATIVE COUNCILS

Chancellor’s Cabinet			
Description	Reviews recommendations from other councils and committees before making final recommendations to the Chancellor.		
Committee Charge	<ul style="list-style-type: none"> • Helps set administrative and institutional priorities • Reviews recommendations from Vice President Councils and forwards recommendations to the Chancellor for action • Reviews recommendations from district-wide governance committees, including the District Budget Committee, the District Planning Committee, the Bond Oversight Committee, and the JLMBC and forwards recommendations to the Chancellor for action 		
Reports To	The Chancellor		
Consults With	Vice President Councils, District Budget Committee, District Planning Committee, Bond Oversight Committee, and JLMBC		
Meets	Monthly		
Chair	The Chancellor		
Membership	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Chancellor 9 college presidents Deputy Chancellor Vice Chancellors</td> <td style="width: 50%;">Chief Financial Officer Director of Facilities Planning & Development District General Counsel</td> </tr> </table>	Chancellor 9 college presidents Deputy Chancellor Vice Chancellors	Chief Financial Officer Director of Facilities Planning & Development District General Counsel
Chancellor 9 college presidents Deputy Chancellor Vice Chancellors	Chief Financial Officer Director of Facilities Planning & Development District General Counsel		
Agenda/Minutes	N/A		
Annual Assess.	June		

Council of Academic Affairs	
Description	Recommends changes to policies and procedures to improve Academic Affairs operations; reviews academic policy and procedural changes recommended by other constituent groups (DAS, CSSOs and CBOs); shares best practices and information about academic matters throughout the District.
Committee Charge	<ul style="list-style-type: none"> • Addresses issues of concerns to Academic Affairs programs in the District • Reviews Board Rules for proposed changes or modifications • Reviews State rules to ensure understanding and uniformity of applications • Reviews proposals for changes or modifications impacting academic affairs
Reports To	Chancellor’s Cabinet
Consults With	CSSOs & CBO Councils, District administrative & faculty leadership, and Academic Affairs-related district-wide committees (i.e. Curriculum Deans, CTE Deans, etc.)
Meets	Monthly
Membership	Vice Presidents of Academic Affairs and Workforce Development Presidents’ liaison Vice Chancellor for Educational Programs and Institutional Effectiveness
Agenda/Minutes	N/A
Annual Assess.	June of each fiscal year

Council of Student Services (CSSOs)	
Description	Meets to discuss and review issues related to district wide student services concerns.
Committee Charge	<ul style="list-style-type: none"> • Coordinates and administrates student services operations • Reviews and recommends new policies or changes to existing district policies • Oversees and ensures compliance with district administrative policies and procedures • Reviews recommendations and consults with other constituent groups or committees
Reports To	Chancellor's Cabinet
Consults With	CIO & CBO Councils, District administrative & faculty leadership, and Student Service district-wide committees (i.e. Admissions, CDC, DSPS, Financial Aid, EOP&S, etc.)
Meets	Monthly
Chair	Joe Ramirez, Vice President of Student Services, Los Angeles Mission College
Membership	College Vice Presidents of Student Services Presidents' liaison Vice Chancellor for Educational Programs and Institutional Effectiveness
Agenda/Minutes	N/A
Annual Assess.	June of each fiscal year

District Administrative Council (DAC)	
Description	Addresses issues related to district-wide business and administrative services
Committee Charge	<ul style="list-style-type: none"> • Oversees and ensures compliance with district-wide administrative policies and procedures • Recommends policy changes when needed • Facilitates and coordinates administrative operations • Reviews business policy and procedural changes recommended by other constituency groups (DAS, CSSO, and CIO)
Reports To	Chancellor's Cabinet
Consults With	Vice President Councils, Chief Business Officer, District Academic Senate
Meets	Monthly
Chair	Tom Jacobsmeyer, Vice President of Administrative Services, Los Angeles Valley College
Membership	1 college president liaison 9 college vice presidents of Administrative Services District Chief Financial Officer
Agenda/Minutes	N/A
Annual Assess.	June

Executive Committee of the DBC

Executive Committee of the DBC			
Description	A subcommittee of the DBC, the FRPC monitors the budgets of colleges that fail to operate within their annual budget allocations.		
Committee Charge	<ul style="list-style-type: none"> • Reviews operations of colleges that report negative year end balances • Makes recommendations on strategies for balancing budgets • Formulates policy recommendations on long-range financial strategies • Formulates policy recommendations for maintaining District fiscal stability • Formulates policy recommendations for facilitating debt relief and/or deferrals of repayments 		
Reports To	District Budget Committee		
Meets	Monthly (or more as needed)		
Chair(s)	Jeanette Gordon (CFO/Treasurer)		
Membership	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> Chancellor Deputy Chancellor 2 College Presidents Director of Budget and Management Council of Academic Affairs Representative </td> <td style="width: 50%;"> District Admin. Council Representative 2 District Academic Senate Representatives 2 AFT Faculty Guild Representatives AFT Staff Guild Representatives </td> </tr> </table>	Chancellor Deputy Chancellor 2 College Presidents Director of Budget and Management Council of Academic Affairs Representative	District Admin. Council Representative 2 District Academic Senate Representatives 2 AFT Faculty Guild Representatives AFT Staff Guild Representatives
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Agenda/Minutes	N/A		
Annual Assess.	N/A		

Human Resources Council

Human Resources Council			
Description	Hears matters regarding classified service forwarded by the VP Councils and the Personnel Commission, and serves as a consultative body on other human resources issues and policies		
Committee Charge	<ul style="list-style-type: none"> • Reviews all issues regarding classified service • Serves as a management consultative body on matters outside the scope of collective bargaining. • Serves as a consultative body on human resources policies and other matters that relate to the implementation of the systems modernization project • Performs additional responsibilities and duties as may be determined by the Chancellor's Cabinet 		
Reports To	Chancellor's Cabinet		
Consults With	Vice Presidents' Councils		
Meets	Bi-Monthly		
Chair(s)			
Membership	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> 2 College Presidents (Co-Chairs) 2 Vice President of Academic Affairs 2 Vice President of Administrative Services 2 Vice President of Student Services Personnel Commission Director (resource) </td> <td style="width: 50%;"> Vice Chancellor of Human Resources Division (resource) Associate General Counsel (resource) Five (5) additional HR Division staff serving as resource persons </td> </tr> </table>	2 College Presidents (Co-Chairs) 2 Vice President of Academic Affairs 2 Vice President of Administrative Services 2 Vice President of Student Services Personnel Commission Director (resource)	Vice Chancellor of Human Resources Division (resource) Associate General Counsel (resource) Five (5) additional HR Division staff serving as resource persons
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Agenda/Minutes	N/A		
Annual Assess.	N/A		

Bond Steering Committee											
Description	The Bond Steering Committee provides advice and guidance to the Chancellor, and facilitates communication to the campuses regarding the policies, regulations, rules and procedures that guide the Sustainable Building Program.										
Committee Charge	<ul style="list-style-type: none"> • Identifies policies, regulations, rules and procedures that need to be created to operate the Sustainable Building Program in an effective manner • Identifies policies, regulations, rules and procedures that need to be modified to operate the Sustainable Building Program in an effective manner • Provides a vehicle for effective communication among all District stakeholders to provide information about the operation of the Sustainable Building Program and to solicit feedback about issues that need to be addressed • Provides a forum to discuss findings of independent audit reports and studies on the Sustainable Building Program • Recommends the establishment of policies to guide the Sustainable Building Program 										
Reports To	The Chancellor										
Consults With	Chancellor's Cabinet and stakeholder representatives as appropriate										
Meets	Monthly										
Chair(s)	Tom Hall, Provisional Executive Director, Facilities Planning and Development										
Membership	<table border="0"> <tr> <td>Chancellor</td> <td>General Counsel</td> </tr> <tr> <td>Deputy Chancellor</td> <td>3 College Presidents</td> </tr> <tr> <td>Director of Facilities Planning</td> <td>District Chief Financial Officer</td> </tr> <tr> <td>Facilities Planning Staff</td> <td>3 District Academic Senate Representatives</td> </tr> <tr> <td>Director, Build-LACCD (currently vacant)</td> <td>AFT Faculty Guild Representative</td> </tr> </table>	Chancellor	General Counsel	Deputy Chancellor	3 College Presidents	Director of Facilities Planning	District Chief Financial Officer	Facilities Planning Staff	3 District Academic Senate Representatives	Director, Build-LACCD (currently vacant)	AFT Faculty Guild Representative
Chancellor	General Counsel										
Deputy Chancellor	3 College Presidents										
Director of Facilities Planning	District Chief Financial Officer										
Facilities Planning Staff	3 District Academic Senate Representatives										
Director, Build-LACCD (currently vacant)	AFT Faculty Guild Representative										
Agenda/Minutes	http://www.laccdbuildsgreen.org/about-oversight.php										
Annual Assess.	January										

Sheriff's Oversight Committee															
Description	Provides oversight for the activities of the Sheriff's Department														
Committee Charge	<ul style="list-style-type: none"> • Facilitates communication regarding safety and security matters • Addresses complaints regarding campus policing that involve more than one college 														
Reports To	Chancellor														
Consults With	3 Vice Presidents Councils and Student Affairs Committee														
Meets	Bi-Annually (or more as needed)														
Chair(s)	To Be Determined														
Membership	<table border="0"> <tr> <td>Deputy Chancellor</td> <td>1 Supervisor Unit Representative</td> </tr> <tr> <td>Chief Financial Officer</td> <td>1 Staff Guild Representative</td> </tr> <tr> <td>2 College Presidents</td> <td>Sheriff's Department (Captain or Lieutenant)</td> </tr> <tr> <td>1 Vice President of Administrative Services</td> <td>Director of Business Services</td> </tr> <tr> <td>1 Vice President of Academic Affairs</td> <td>1 Office of General Counsel Representative</td> </tr> <tr> <td>1 Vice President of Student Services</td> <td>Student Trustee</td> </tr> <tr> <td>2 Faculty Guild Representatives</td> <td></td> </tr> </table>	Deputy Chancellor	1 Supervisor Unit Representative	Chief Financial Officer	1 Staff Guild Representative	2 College Presidents	Sheriff's Department (Captain or Lieutenant)	1 Vice President of Administrative Services	Director of Business Services	1 Vice President of Academic Affairs	1 Office of General Counsel Representative	1 Vice President of Student Services	Student Trustee	2 Faculty Guild Representatives	
Deputy Chancellor	1 Supervisor Unit Representative														
Chief Financial Officer	1 Staff Guild Representative														
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1 Vice President of Academic Affairs	1 Office of General Counsel Representative														
1 Vice President of Student Services	Student Trustee														
2 Faculty Guild Representatives															
Agenda/Minutes	N/A														
Annual Assess.	October														

DISTRICT-LEVEL GOVERNANCE COMMITTEES

District Planning and Accreditation (DPAC) Committee			
Description	Addresses issues related to district-wide planning, institutional effectiveness, accountability, and accreditation efforts.		
Committee Charge	<ul style="list-style-type: none"> • Formulates and revises the District Strategic Plan & assesses its effectiveness • Coordinates college and district-wide planning activities of the colleges, including those related to strategic planning, educational master planning, and program review • Coordinates district-wide accreditation efforts • Facilitates sharing effective practices related to institutional effectiveness & planning • Coordinates Board Institutional Effectiveness & accountability reports 		
Reports To	Chancellor's Cabinet		
Consults With	Vice President Councils, District Academic Senate, District Research Committee		
Meets	Monthly		
Chair(s)	Maury Pearl, Associate Vice Chancellor for Institutional Effectiveness		
Membership	<table border="0"> <tr> <td>Deputy Chancellor Vice Chancellor for Ed. Services & Institutional Effectiveness District Director of Research</td> <td>District Attendance Accounting 9 college research staff representatives 9 college administrator/planners 9 college faculty in charge of planning</td> </tr> </table>	Deputy Chancellor Vice Chancellor for Ed. Services & Institutional Effectiveness District Director of Research	District Attendance Accounting 9 college research staff representatives 9 college administrator/planners 9 college faculty in charge of planning
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Agenda/Minutes	http://www.laccd.edu/Departments/DistrictLevelGovernance/DPC/Pages/default.aspx		
Annual Assess.	June		

District Budget Committee (DBC)			
Description	The DBC is the key budget committee for district		
Committee Charge	<ul style="list-style-type: none"> • Oversees development of the district budget • Makes recommendations regarding budget policies • Reviews and recommends modifications to the district budget allocation model • Recommends annual FTES growth targets • Monitors college debt and reduction efforts 		
Reports To	The Chancellor		
Consults With	The Cabinet		
Meets	Monthly		
Chair(s)	Carl Friedlander, faculty Jack Daniels, President, Los Angeles Southwest College		
Membership	<table border="0"> <tr> <td>9 College Presidents 6 Academic Senate Representatives 6 AFT Faculty Guild Representatives AFT Staff Guild Representative Local 911 Teamster Representative SEIU Local 99 Representative Building and Construction Trades</td> <td>Representative Supervisors/Classified Local 721 Representative ASO Representative Deputy Chancellor (Resource) Chief Financial Officer (Resource) Budget Director (Resource)</td> </tr> </table>	9 College Presidents 6 Academic Senate Representatives 6 AFT Faculty Guild Representatives AFT Staff Guild Representative Local 911 Teamster Representative SEIU Local 99 Representative Building and Construction Trades	Representative Supervisors/Classified Local 721 Representative ASO Representative Deputy Chancellor (Resource) Chief Financial Officer (Resource) Budget Director (Resource)
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Agenda/Minutes	http://www.laccd.edu/Departments/DistrictLevelGovernance/DBC/Pages/default.aspx		
Annual Assess.	June		

Joint Labor/Management Benefits Committee (JLMBC)			
Description	This committee reviews the District's health benefits programs and effects changes required to contain costs while maintaining the quality of the benefits available to employees.		
Committee Charge	<ul style="list-style-type: none"> • Recommends the selection, replacement, and evaluation of benefits consultants. • Recommends the selection, replacement, and evaluation of benefit plan providers. • Reviews and make recommendations regarding health benefits communication. • Studies recurring enrollee concerns and complaints. 		
Reports To	Board of Trustees		
Consults With	District Budget Committee		
Meets	Monthly		
Membership	<table border="0"> <tr> <td>Management representative AFT Staff Guild representative AFT Faculty Guild representative SEIU Local 721 representative</td> <td>SEIU Local 99 representative Teamsters representative Building Trades representative</td> </tr> </table>	Management representative AFT Staff Guild representative AFT Faculty Guild representative SEIU Local 721 representative	SEIU Local 99 representative Teamsters representative Building Trades representative
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Agenda/Minutes	http://www.laccd.edu/Departments/DistrictLevelGovernance/JLMBC/Pages/		
Annual Assess.	February		

District Technology Planning & Policy Committee (TPPC)			
Description	The TPPC addresses and makes recommendations on all district-wide strategic planning and policy issues related to information, instructional, and student support technologies.		
Committee Charge	<ul style="list-style-type: none"> • Creates and monitors implementation of a formal, district IT strategic plan that establishes long-term IT and instructional technology goals and priorities • Oversees expenditure of Prop J bond and other special funds related to district IT priorities and projects • Makes recommendations on district-wide IT policy and standards • Coordinates infrastructure/hardware/software needs and initiatives 		
Reports To	Chancellor		
Consults With	VP Councils, DPC		
Meets	Quarterly (and as needed)		
Chair(s)	Wendy Bass		
Membership	<table border="0"> <tr> <td>Director of District IT Deputy Chancellor Vice Chancellor for Educational Services & Institutional Effectiveness Chair of District Technology Committee</td> <td>DAS President Chair of District DE Committee Cabinet Representative 3 VP Council Representatives 9 faculty chair/co-chairs of college IT committees</td> </tr> </table>	Director of District IT Deputy Chancellor Vice Chancellor for Educational Services & Institutional Effectiveness Chair of District Technology Committee	DAS President Chair of District DE Committee Cabinet Representative 3 VP Council Representatives 9 faculty chair/co-chairs of college IT committees
Director of District IT Deputy Chancellor Vice Chancellor for Educational Services & Institutional Effectiveness Chair of District Technology Committee	DAS President Chair of District DE Committee Cabinet Representative 3 VP Council Representatives 9 faculty chair/co-chairs of college IT committees		
Agenda/Minutes	http://www.laccd.edu/Departments/DistrictLevelGovernance/TPPC/Pages/		
Annual Assess.	June		

DISTRICT OPERATIONAL COMMITTEES

Curriculum and Schedule Deans Committee	
Description	Facilitates the curriculum development and approval process.
Committee Charge	<ul style="list-style-type: none"> • Shares information and best practices about implementation of curriculum and program administration • Administers approved degrees, programs and certificates • Reviews degrees, certificates and programs to ensure compliance with District and state regulations
Reports To	Council of Academic Affairs
Consults With	Curriculum Chairs; Articulation Officers
Meets	As needed; usually once a semester
Chair(s)	Bobbi Kimble, District Dean of Educational Support Services
Membership	District Dean of Educational Support Services College Curriculum and Schedule Deans College Deans of Academic Affairs
Agenda/Minutes	N/A

Career and Technical Education Deans Committee			
Description	Coordinates CTE programs and Perkins reporting among the colleges		
Committee Charge	<ul style="list-style-type: none"> • Provides a forum for Tech Prep information and assistance • Provides colleges opportunities to share information on proposed new programs • Provides information and assistance for collaboration on CTE grants and new projects with community and industry partners • Provides assistance to colleges on Perkins 1c regulations, reporting, budget, and audit topics 		
Reports To	District Vice Chancellor, CIO Council		
Consults With	DAS, State Chancellor's Office CTE Unit, CIO Council, MIS		
Meets	Monthly		
Chair(s)	N/A		
Membership	<table border="0"> <tr> <td>Vice Presidents of Workforce Development Education- Rep to CIO Council District Vice Chancellors College VPs of Workforce Academic Senate President</td> <td>College Deans of Academic Affairs and CTE District Dean of Economic Development District Dean of Ed Services College Tech Prep Directors College CTE Support Staff</td> </tr> </table>	Vice Presidents of Workforce Development Education- Rep to CIO Council District Vice Chancellors College VPs of Workforce Academic Senate President	College Deans of Academic Affairs and CTE District Dean of Economic Development District Dean of Ed Services College Tech Prep Directors College CTE Support Staff
Vice Presidents of Workforce Development Education- Rep to CIO Council District Vice Chancellors College VPs of Workforce Academic Senate President	College Deans of Academic Affairs and CTE District Dean of Economic Development District Dean of Ed Services College Tech Prep Directors College CTE Support Staff		
Agenda/Minutes	N/A		

CalWORKs Coordinators Committee

CalWORKs Coordinators Committee	
Description	Coordinates provision of CalWORKs services to eligible participants
Committee Charge	<ul style="list-style-type: none"> • Coordination of CalWORKs program services based on guidelines issued by the State and County in alignment with LACCD's own rules and policies. • Share best practices for providing services and propose improvement strategies • Advocates on behalf of CalWORKs students • Recommends appropriate course of action in response to program policy and budget issues
Reports To	Local College Administrators and State Chancellor's Office
Consults With	State Chancellor's Office, and local College Deans of Student Services and Academic Affairs
Meets	Monthly
Chair(s)	N/A
Membership	9 College CalWORKs Directors 1 District Wide Director 1 Dean of Workforce Development 1 Vice President of Academic Affairs 1 Vice President of Student Services
Agenda/Minutes	N/A

District Research Committee (DRC)

District Research Committee (DRC)	
Description	Improves college and District research methods, enhances the usefulness of data in District and college planning processes, and increases the reliability and consistency of data collection methods
Committee Charge	<ul style="list-style-type: none"> • Ensures the consistency and reliability of District and college data • Develops appropriate methods to assist in the production of data needed for strategic planning • Enables a District-wide dialog and sharing of best practices on research methods, data collection and production, and the development and use of District information systems • Facilitates the exchange of data, research and programmatic evaluation with the goal of improving methods and quality • Oversees the development of reliable and valid measures of effectiveness • Explains research efforts and institutional data to the general District and college populations
Reports To	Chancellor's Cabinet
Consults With	District Planning Committee
Meets	Monthly
Chair(s)	N/A
Membership	District Institutional Effectiveness Staff College researchers Deans of research and planning Associate Vice Chancellor of Institutional Effectiveness
Agenda/Minutes	N/A

District Distance Education (DE) Coordinators

District Distance Education (DE) Coordinators	
Description	Addresses issues related to distance education and accreditation standards
Committee Charge	<ul style="list-style-type: none"> • Reviews and support course management systems • Coordinates administrative functions related to CMS • Provides instructor training • Facilitates communication and services regarding accreditation standards
Reports To	The Council of Academic Affairs and the District Academic Senate
Consults With	Vice Presidents Councils, District Academic Senate, Admissions & Records
Meets	Monthly during the academic year
Chair(s)	Paul McKenna , Director of ITV Weekend College
Membership	9 college representatives (faculty, admin. or classified staff responsible for campus DE) 1 Representative of the Council of Academic Affairs 1 Representative of District Academic Senate 1 AFT Representative Director of ITV
Agenda/Minutes	N/A

Disabled Student Programs and Services (DSPS) Coordinators

Disabled Student Programs and Services (DSPS) Coordinators	
Description	Addresses issues related to District Disabled Student Programs and Services Units
Committee Charge	<ul style="list-style-type: none"> • Coordinates implementation of District DSPS Program operational procedures for service provision and special class offerings • Ensures District compliance with student state and federal disability related mandates • Facilitates the development of appropriate hiring practices for DSPS unit employees which allow the District to meet its state and federal mandates for the provision of disabled student services • Recommends needed alterations of District disability-related policies and procedures • Addresses specific disability related student problems occurring on the college campuses • Collaborates with District, community and state constituency groups on DSPS related issues
Reports To	Council of Student Services
Consults With	Vice Chancellor for Educational and Student Support Services, District Budget Division, District MIS/IT Division, District Legal Counsel
Meets	Monthly
Chair(s)	N/A
Membership	District DSPS Coordinators and CSSO Liaison
Agenda/Minutes	N/A

EOP&S Directors' Committee – Region 7 Collaborative

EOP&S Directors' Committee – Region 7 Collaborative	
Description	Assists Chancellor's Office staff, the Student Services Cluster, and District staff in communicating to the regions all EOPS policies, procedures, administrative requirements, and general information generated during Regional Coordinators' meetings
Committee Charge	<ul style="list-style-type: none"> • Assists in communicating EOPS policies, procedures, administrative requirements, and general information to the field • Advises the Chancellor's staff, Student Services Cluster and district staff on problems, concerns and issues encountered in the regions regarding Title 5, EOPS program plans, budgets, and other State requirements • Assists the Chancellor's Office, the Student Services Cluster and District staff in the collection and reporting of EOPS data as requested/required by the Chancellor, Board of Governors or Legislature • Works with the Chancellor's office, Student Services Cluster and district staff in development of statewide priorities and addressing statewide issues
Reports To	The Chancellor's Office and Council of Student Services.
Consults With	The Council of Student Services, college and district committees and program advisory boards.
Meets	Monthly
Chair(s)	N/A
Membership	Representation from 6 Districts and 14 Colleges (Compton, El Camino, the 9 LACCD colleges, Glendale, Pasadena and Santa Monica) Vice Presidents of Student Services/CSSO Representative 14 EOP&S Administrators/ Coordinators, LACCD representatives and program staff
Agenda/Minutes	N/A

Child Development Center Coordinators

Child Development Center Coordinators	
Description	Oversees the District Child Development Center programs.
Committee Charge	<ul style="list-style-type: none"> • Provides information and recommendations to the Council of Student Services, the District Vice Chancellor of Educational and Student Support Services, District Budget Division and District Legal Council on issues related to the Child Development Centers regarding policies and procedures • Coordinates the implementation of state and federal funding grants • Addresses specific Child Development Centers related issues occurring on the college campuses
Reports To	Council of Student Services
Consults With	Council of Student Services, Vice Chancellor for Educational and Student Support Services, District Budget Division, District Legal Counsel
Meets	N/A
Chair(s)	Yvonne Simone, Child Development Center Director, West Los Angeles College
Membership	The nine directors of the LACCD Child Development Centers The liaison Vice President of Student Services for the Child Development Centers
Agenda/Minutes	N/A

Student Success and Support Program (SSSP) Coordinators

Student Success and Support Program (SSSP) Coordinators	
Description	Coordinates District-wide implementation of Student Support Services Plan (SSSP) activities
Committee Charge	<ul style="list-style-type: none"> • Provides input on the development of district-wide software such as APMS and DegreeWorks that directly impact the components of Matriculation • Updates the committee on the latest news from the State Chancellor's Office (via report from Region 7 Representative) • Shares best practices for providing SSSP services, collecting and sharing data, and administration of state-mandated plans and reports
Reports To	Council of Student Services
Consults With	District MIS, District IT, District Academic Senate, Associate Vice Chancellor of Instructional and Student Support, State Chancellor's Office, Regional Matriculation Coordinator
Meets	Monthly during the academic year
Chair(s)	N/A
Membership	9 Matriculation Directors/Coordinators/Deans 1 Assessment Placement Management System (APMS) representative 1 CSSO Representative 1 District MIS representative 1 District Instructional and Student Support representative
Agenda/Minutes	No web link; available via email request

Financial Aid Managers

Financial Aid Managers			
Description	Addresses issues related to student financial aid programs		
Committee Charge	<ul style="list-style-type: none"> • Ensures compliance with federal, state and District rules and regulations on student financial aid by developing, implementing, and administering policies and operational procedures • Shares best practices • Works in partnership with various partners (Accounting, Business Office, other Student Services areas) to develop and implement training workshops • Recommends enhancements to the district-wide financial aid automated systems and provides technical system modifications to ensure compliance with regulations • Coordinates financial aid outreach activities and facilitates the development of consumer information materials for current students and college outreach efforts • Responds to annual audits and program reviews 		
Reports To	The Council of Student Services		
Consults With	Director of Accounting, College Financial Administrators, District Legal Counsel		
Meets	Monthly		
Chair(s)	N/A		
Membership	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Vice President of Student Services liaison Financial Aid Managers District Director of Accounting District CFAU Financial Aid Supervisor District IT Senior Programmer </td> <td style="width: 50%; border: none;"> District CFAU Senior Computer & Network Support Specialist District CFAU Computer & Network Support Specialist District Accounting Senior Accountant </td> </tr> </table>	Vice President of Student Services liaison Financial Aid Managers District Director of Accounting District CFAU Financial Aid Supervisor District IT Senior Programmer	District CFAU Senior Computer & Network Support Specialist District CFAU Computer & Network Support Specialist District Accounting Senior Accountant
Vice President of Student Services liaison Financial Aid Managers District Director of Accounting District CFAU Financial Aid Supervisor District IT Senior Programmer	District CFAU Senior Computer & Network Support Specialist District CFAU Computer & Network Support Specialist District Accounting Senior Accountant		
Agenda/Minutes	Agenda/minutes are distributed by email.		

District Admissions and Records Committee

District Admissions and Records Committee	
Description	Addresses issues related to district wide admissions and records efforts
Committee Charge	<ul style="list-style-type: none"> • Coordinates all district-wide admissions and records efforts • Facilitates sharing district-wide admissions and records best practices • Reviews and recommends resolution to technical issues related to the student information system (DEC)
Reports To	Chief Student Services Officers
Consults With	District Admissions and Records Supervisors and Technical Committee, District IT, Vice Chancellor Educational Support Services
Meets	Monthly
Chair(s)	N/A
Membership	9 college deans of admissions and records Vice Chancellor for Educational and Student Support Services District Office IT Representative
Agenda/Minutes	N/A

Associated Students Organization (ASO) Advisors Committee

Associated Students Organization (ASO) Advisors Committee	
Description	Reviews State policies, Board Rules, E-Regs, and operations related to student government and makes recommendations when necessary
Committee Charge	<ul style="list-style-type: none"> • Assists AS student government boards with interpreting regulations governing how they conduct business on their respective campuses, including: <ul style="list-style-type: none"> ○ California Ed Code & LACCD Board Rules ○ LACCD Administrative Regulations ○ Local AS Constitutions ○ California Brown Act & Robert's Rules of Order
Reports To	Vice Chancellor of Educational Support Services
Consults With	Council of Student Services
Meets	Monthly
Chair(s)	Sonia Lopez, Dean, Student Activities
Membership	9 College Deans or ASO Advisors
Agenda/Minutes	N/A

International Student Advisors Committee	
Description	Coordinates activities of the International Education Programs at District colleges
Committee Charge	<ul style="list-style-type: none"> • Interprets and applies regulatory/compliance policies impacting F-1 visa students • Advocates of behalf of our students within the District and with local, state, and federal agencies such as the Department of Homeland Security
Reports To	Vice Chancellor of Educational Support Services
Consults With	Council of Student Services
Meets	Monthly
Chair(s)	Reginald Brady, International Student Advisory, Los Angeles City College
Membership	Administrators and faculty members responsible for managing International Ed Programs at District colleges
Agenda/Minutes	N/A

Business Office Managers	
Description	Addresses operational issues related to the campus business offices
Committee Charge	<ul style="list-style-type: none"> • Plans and coordinates collection, distribution, and recording of all monetary transactions in compliance with local, state and federal regulations and laws. • Facilitates sharing effective practices related to campus business office operations • Reviews current business office policies and procedures and recommends improvements • Represents Business Office managers on district-wide task forces and/or ad hoc committees that affect campus business office operations
Reports To	District Administration Council
Consults With	District Administration Council, Chief Financial Officer/Treasurer
Meets	N/A
Chair(s)	N/A
Membership	College Financial Administrators Associate Vice Presidents of Administration Business Office Supervisors Accounting Manager/Director of Accounting Information Technology Supervisor
Agenda/Minutes	Minutes are distributed via email and at the meetings

Bookstore Managers Committee	
Description	Coordinates and improves District Bookstore operations
Committee Charge	<ul style="list-style-type: none"> • Shares operational concerns with committee members and their constituencies • Makes recommendations for the improvement of District-wide bookstore operations • Reports to the Administrative Council recommendations on bookstore operations
Reports To	District Administrative Council
Consults With	District Accounting, Bookstore Task Force
Meets	About seven times yearly
Chair(s)	Galen Bullock, Bookstore Manager, Los Angeles Trade Tech College
Membership	Representatives from all nine LACCD Bookstores District Accounting Staff Vice President liaison to Administrative Council
Agenda/Minutes	N/A

District Technology Committee	
Description	Addresses issues related to District-wide IT operations and infrastructure
Committee Charge	<ul style="list-style-type: none"> • Recommends district-wide IT operation policy • Reviews district-wide IT operation policy • Recommends district-wide IT operational procedures • Establishes system, infrastructure and equipment design standards • Writes and recommend district-wide IT security policies
Reports To	TPPC
Consults With	DAC, CIO (Chief Information Officer), TPPC
Meets	Monthly
Chair(s)	Mark Henderson, Manager College Information Systems , Pierce College
Membership	College Managers of Information Systems District IT Managers College and District information technology Specialist VP Academic Affairs Representative DAC Liaison
Agenda/Minutes	N/A

District Admissions and Records Supervisors and Technical Committee	
Description	Reviews technical issues related to admissions and records policies & procedures
Committee Charge	<ul style="list-style-type: none"> • Reviews all technical issues related to the student information system (DEC) • Allows office supervisors the opportunity to discuss district-wide A&R issues and share best practices
Reports To	District Admissions and Records Committee
Consults With	District Office IT
Meets	Every other month
Chair(s)	William A. Marmolejo, Dean Student Enrollment Anna Salazar, Registrar
Membership	9 college deans of admissions and records 9 college admissions and records supervisors District Office IT District Attendance Accounting
Agenda/Minutes	Distributed via email

Schedule Production Deans Committee	
Description	Coordinates schedule production efforts of the nine colleges
Committee Charge	<ul style="list-style-type: none"> • Review overall operational issues associated with schedule production • Share best practices • Make recommendations for standardization and improvement when necessary
Reports To	Vice Chancellor of Educational Support Services
Consults With	Council of Academic Affairs
Meets	As needed
Chair(s)	Dean of Educational Support Services
Membership	College deans responsible for schedule production
Agenda/Minutes	N/A

Equal Employment Opportunity Advisory Committee	
Description	Assists the District in developing and implementing an equal employment opportunity plan
Committee Charge	<ul style="list-style-type: none"> • Reviews all compliance related statues, laws and regulations • Recommends improvement of compliance policies and procedures • Recommends actions and programs to increase diversity of all groups
Reports To	Deputy Chancellor
Consults With	Presidents, District Academic Senate, all organized bargaining units
Meets	Quarterly
Chair(s)	Gene E. Little, Director, Office of Diversity Programs
Membership	Director, Office of Diversity Programs 9 College Compliance Officers 1 District Compliance Officer
Agenda/Minutes	N/A

ACADEMIC INITIATIVE COMMITTEES

District Academic Senate Discipline Committee	
Description	72 District Discipline committees meet to discuss general issues, concerns, and changes to the disciplines and make recommendations affecting the disciplines
Committee Charge	<ul style="list-style-type: none"> • Make recommendations on equivalency petitions • Discuss faculty hiring criteria, including recommendations on additions and modifications to the state minimum qualifications list • Make recommendations on transferability of courses in the discipline to CSU, UC and private colleges and universities • Recommend requirements for certificates, degrees or transfer for the major • Share best practices for student success, e.g., pre/co-requisites, entry and exit skills for sequential courses, student support activities, contextualized learning, etc. • Facilitate discussions on student learning outcomes for courses and programs
Reports To	President, District Academic Senate
Consults With	Vice President District Academic Senate
Meets	As needed
Chair(s)	Varies
Membership	Discipline faculty (one from each college that has said discipline on each committee)
Agenda/Minutes	N/A

District Transfer Committee	
Description	Organizes district-level transfer activities and discussion.
Committee Charge	<ul style="list-style-type: none"> • Provides a framework for district-wide transfer center programs • Aligns their efforts with priorities emerging from the District Strategic Plan and statewide transfer policies and standards.
Reports To	Student Success Initiative Steering Committee
Consults With	SSISC; Financial Aid Committee; Matriculation Committee, Articulation Officers
Meets	Monthly
Chair(s)	Sunday Salter, Transfer Center Director, Los Angeles Pierce College David Beaulieu, District Academic Senate President
Membership	9 Transfer Center directors DAS President Vice Chancellor of Institutional Effectiveness District Dean of Student Success One Senate-appointed faculty member from each college
Agenda/Minutes	Distributed via Email

LACCD Sustainability Group	
Description	A group of faculty, administrators, and staff dedicated to raising awareness of sustainability issues throughout the district and to increasing green tech employment opportunities through new curriculum development
Committee Charge	<ul style="list-style-type: none"> • Encourages infusion of sustainability themes into courses across the curriculum • Works with CTE administrators and faculty to develop new green curriculum • Develops student-to-student programs and other community-based modes of raising sustainability awareness
Reports To	Chancellor, District Academic Senate
Consults With	Chancellor, CTE Deans, DAS
Meets	Monthly
Chair(s)	Don Gauthier, DAS President
Membership	Open membership, currently with 80 employees, primarily faculty
Agenda/Minutes	N/A

African American Outreach Initiative Committee (AAOI)	
Description	Promotes student success and retention for African American students by collaborative efforts of faculty and staff in all nine colleges in the LA Community
Committee Charge	<ul style="list-style-type: none"> • Coordinates college activities relating to the student success and retention of African American students in the district • Facilitates the sharing of best practices in district to meet our goals • Plans and implements professional development activities to support District
Reports To	Vice Chancellor of Ed. Services & Institutional Effectiveness
Consults With	LACCD Black Faculty and Staff Association; Outreach and Recruitment Staff
Meetings	Monthly
Chair(s)	A
Membership	Representatives from all colleges and the District Office
Agenda/Minutes	N/A

Project MATCH Steering Committee	
Description	Provides advice, support and outreach for the Project Match faculty internship program to ensure LACCD better reflects the diversity of the communities we
Committee Charge	<ul style="list-style-type: none"> • Supports program initiatives • Plans and organizes program events • Provides Project MATCH information to the campuses • Acts as ambassadors to their campuses in support of the program • Networks with organizations and other relevant groups regarding potential
Reports To	Gene Little, Director Office of Diversity Programs
Consults With	David Beaulieu, DAS President
Meets	Spring and Fall semester and as needed
Chair(s)	Lisa Winter, Project MATCH Manager & Compliance Officer, Office of Diversity
Membership	Director of Diversity Programs DAS President Project MATCH Coordinator Faculty and classified staff representing the nine campuses
Agenda/Minutes	Distributed via Email